

Tennessee School for the Blind

is accepting applications for current and/or anticipated

Cook I **Cook I - NE (020696)**

Applications are currently being accepted for the position of Cook I.

BROAD SCOPE OF POSITION:

This position is in charge of our food preparation and sanitary precautions used in our food service environment. The students of TSB require exact meal preparations. The cook is responsible for ensure food is cooked to a safe standard and served appropriately to the students.

MAJOR DUTIES AND RESPONSIBILITIES:

- Read and follow instructions for special diet preparation
- Prepare food using standardized recipes and sanitation procedures
- Serve it Safe certification, must be obtained within the first three months of employment
- Basic computer skills
- Operate dish machine
- Sweep and mop dining room
- Bus, clean, and reset tables after meals
- Other duties as assigned

QUALIFICATIONS:

- Basic knowledge in reading and math
- Basic or advanced knowledge of food preparation and sanitary precautions used in food service environments

KNOWLEDGE, SKILLS, ABILITIES:

- High School Diploma or GED (Required)
- Must be able to lift 30 lbs

CONDITIONS OF EMPLOYMENT:

- Selected applicants must verify experience / highest degree held.
- TSB is a non-smoking facility in its entirety.
- Selected applicant must comply with the State of Tennessee Employee Drug-Free Workplace Policy, and other policies.
- As required by the Immigration Reform and Control Act (IRCA), selected applicant must verify, within 72 hours of employment, his/her legal right to be employed in the United States.
- Selected applicant(s) will be required to submit to and pass a TBI/FBI background check, to include Tennessee and Federal criminal history checks, child abuse records, employment verification, and professional/personal reference checks.

Supplemental Information:

How To Apply:

Applications for the position will be received until the position is filled.

Fully completed State of Tennessee Employment Application packets should be submitted to:

Ms. Regina Harris
Tennessee School for the Blind
115 Stewarts Ferry Pike
Nashville, TN 37214
E-mail: Regina.Harris@tsbtigers.org

Please DO NOT submit a State of Tennessee on-line application.

In addition to application (to include salary history and references), please include the following items:

Letter of Interest
Current Resume
Recent Letters of Recommendation, with signature

Candidates with disabilities who require special accommodations or alternative communication formats should contact the Superintendent's Office at (615) 231-7316 no later than five days prior to their scheduled interview to facilitate reasonable accommodations.

The State of Tennessee is an Equal Opportunity Employer